

## **2109 - CLERK TYPIST**

### **NATURE OF WORK**

Responsible and varied clerical work which involves moderately complex work methods and procedures and requires proficiency in the use of the typewriter.

### **ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES**

Attend board meetings, when required.

Type verbatim and proof-read articles, letters, memoranda, reports, statements, tabulations, and other materials from draft, rough-copy, dictating machine, tapes, or prescribed format and involving some judgement regarding the information included or format used.

Receive and make telephone and visitor inquiries and dispose of these based on knowledge of departmental policies, regulations, and procedures.

Perform standardized clerical or record-keeping work such as completing and mailing forms.

Maintain established record cards and files.

Computing, assembling, and posting data and preparing simple analyses of such data.

Composing routine letters.

Ordering and purchasing supplies and equipment.

Receive and account for various monies, such as petty cash accounts, greens and pool fees, traffic fines, etc.

Operate a variety of general office machines.

Do related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of business English, spelling, and arithmetic.

Knowledge of modern office practices and procedures.

Ability to operate standard office equipment.

Skill in the rapid and efficient operation of a typewriter; ability to make arithmetic calculations with speed and accuracy.

Ability to make minor decisions in accordance with City and departmental policy and to apply these to daily work procedures

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective work relationships with other employees and the public.

### **MINIMUM REQUIREMENTS**

Six (6) months full-time verifiable public contact experience.

Ability to type 30 correct words per minute. (Some Departments may require 40 w.p.m.)

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### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, pushing, and pulling.

### **SUPERVISION RECEIVED**

General and specific assignments are received and work follows prescribed procedures and is subject to audit and review.

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